



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Administrative Office Assistant to the Financial Manager
II. Organization Unit: Administrative Office
III. General Summary: This individual is responsible for assisting with all administrative office functions at BGP including, but not limited to, answering phones, assisting with aspects of payroll, accounts payable, and employee file retention processing with Financial Manager supervision, and assisting with various staff trainings.
IV. Qualifications: High School Diploma; 4-year college degree (preferred); ability to be positive with public; extensive knowledge of OneDrive, Microsoft Word, Excel, PowerPoint, and Outlook; experience with processing payroll and maintaining employee personnel files; good written/oral skills; team player. WCPRD is an equal opportunity employer.
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
VI. Employee Classification: Non-Exempt
VII. Essential Job Functions: 1. Answer phones and direct to proper location, if needed. 2. Attend all required meetings. 3. Complete all assigned training. 4. Process payroll. 5. Assist with all aspects of accounts payable. 6. Assist with employee file retention processing. 7. Assist with HR (Employee Benefits). 8. Assist with filing and coordination of administrative files for Director and other administrative staff at request of Director. 9. Schedule and execute staff training of new employees. 10. Assist with implementation and training of new payroll, work order system, online OSHA training, and new reservation system. 11. Assist with creating various forms, reports, and files for department. 12. Assist with various special projects as assigned by Director. 13. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations. 14. Complete any other duties as assigned by the Director of WCPRD. 15. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
VIII. Special Work Conditions: Work is primarily indoors; be able to work within tight deadlines; multi-task efficiently.
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within, and I also fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date